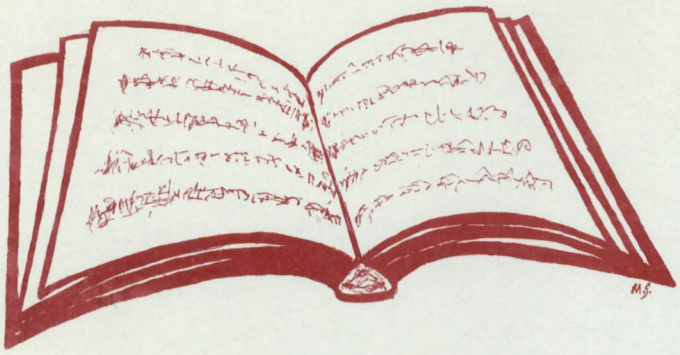

MEMO

from Sir George Williams University Library

VOL. 2, NO. 3 DECEMBER 1966

A WORD FROM THE EDITOR'S CHAIR

This year-end issue contains a roundup of recent developments. We have news about new stacks and a reference room to open on the fifth floor, Norris Building; and a story about a new camera which is speeding things up in technical services. We also have news about staff growth, a forthcoming library survey, and library scholarships. Your editor wishes you all a merry, festive season.

FROM THE LIBRARIAN'S OFFICE

PART OF COLLECTION MOVING TO FIFTH FLOOR

Despite delays, alterations on the library areas of the fifth floor, Norris Building, are beginning to show results. The bookstack area and its shelving have been completed. During the Christmas break, we plan to begin moving part of our collection down from the sixth to the fifth floor.

The older sixth floor stack will continue to house periodicals, and books in general literature and the social sciences (political science excepted). The new fifth floor stack will absorb books on political science, plus books and documentary materials in the humanities, bibliography, library science, medicine, agriculture and forestry. At a later date one study area will be opened for faculty members, and another study area for graduate students.

New offices are ready for the Reference Department on the fifth floor, at the foot of the escalator. The new location has several distinct advantages over the old, which was on the seventh floor: proximity to the Documents Room, quicker access to the public reference and periodicals rooms, and only steps away from the bibliographic centre in the Technical Services Division. It is also for the first time on floor with faculty offices on it.

STAFF IS GROWING - BUT CRITICAL VACANCIES STILL UNFILLED

The staff of the library has grown significantly this year, with 94 fulltime positions approved on the staff establishment. Of these, 27 positions are for librarians, and 67 for library assistants who play such an important supporting role in the library operation. At present there are four librarian positions vacant - these include the following positions: administrative assistant to the university librarian, a science-engineering cataloguer, a social science cataloguer, and a general cataloguer. These vacancies have slowed library development considerably. Nevertheless staff members are tackling the jobs at hand with a will and making progress in improving service to students and faculty.

S.G.W.U. LIBRARY COLLECTION TO BE SURVEYED SHORTLY

Early in the new year, the Downs Survey Team will visit our library, to survey its collections. Its visit here will form part of the new study of Canadian academic libraries being directed by Dr. Robert B. Downs, on behalf of the Association of Universities and Colleges of Canada (A.U.C.C.) and the Canadian Association of College and University Libraries (C.A.C.U.L.).

The survey aims to assess the adequacy of Canadian academic libraries. It will also examine possibilities for library co-operation, the administration of libraries, and the uses of automated processes in libraries.

In preparation for the visit, our staff has been occupied in preparing information for the surveyors. The Serials staff have supplied data on serials holdings, while the Reference Department has completed questionnaires about our collections. The head librarian's office has offered administrative information. Last of all, faculty members have been asked for their opinions and ideas.

Heading the survey is Dr. Robert B. Downs, Dean of Library Administration, University of Illinois, Urbana. Three Canadians are associated with him: Bruce Peel, Chief Librarian, University of Alberta and President of C.A.C.U.L.; Reverend P.E. Filion, Chief Librarian, Laurentian University and Vice-President of the C.L.A.; and Peter Russell, Assistant Professor of Political Economy at the University of Toronto.

This is not the first survey of Canadian academic libraries. But it will help to update and round out two previous studies: one by Edwin Williams (Resources of Canadian University Libraries for Research in the Humanities and Social Sciences. 1963), and a new study by George Bonn (Science-Technology Literature Resources in Canada. 1966)

INTER-UNIVERSITY DOCUMENTATION COMMITTEE TO KEEP TRACK OF RESEARCH PROJECTS

The Inter-university Documentation Committee is proceeding with its study of the means of coordinating the development of documentation services in the six Quebec universities. The committee appointed by the Conference of Rectors and Principals of Quebec Universities is made up of a representative from each university, the university librarian representing Sir George Williams.

The first project being undertaken is the preparation of an index to research projects underway in the six universities, starting at the master's level and including doctoral and faculty research. Information is being supplied by each research worker on a standardized questionnaire form, from which it will be key punched to machine cards. The index will be computer produced at Laval University's Documentation Centre and distributed to each university. The index will be kept up-to-date as a regular matter.

LIBRARY SCHOLARSHIPS - APPLY BEFORE JANUARY 17, 1967

The National Research Council offers scholarships to assist persons with science and engineering backgrounds in taking professional training for science librarianship and documentation. Deadline for submission of application is January 16. Any members of library staff with science backgrounds, or science students who may be interested in science librarianship as a career are urged to inquire about these scholarships from Mrs. Nogrady, Mrs. Howard, Mr. McCahill, or myself.

To all - A Merry Christmas and Happy New Year.

PUBLIC SERVICES EXPANDING ITS HELP TO USERS

The Public Services Division has recently increased in scope, in service and in size of physical plant and staff. The largest addition is of course the Science and Engineering Library which opened in the Hall Building in September. The opening occurred only after much planning and the moving of some 16,000 volumes from the main library. Also added to the division are the separate study areas in the Hall Building. At present the only two which have been furnished are the supervised study room 437 and the smaller unsupervised room 429 which together provide seating accomodation at carrels and tables for about 275 students.

NORRIS BUILDING PREPARING FOR 85,000 ADDITIONAL VOLUMES, NEW STUDY AREAS

In the Norris Building renovations have been completed to extend the stack to include an area with an installed shelving capacity for over 85,000 volumes on the fifth floor and the building of a connecting stairway from the sixth to the fifth floors. Behind the circulation desk the work area has been expanded by extending the circulation desk. This has resulted in better working conditions for the staff and more adequate facilities for the users.

In the Reference Department developments have included the moving of the documents and microforms and microtext readers from the periodicals and documents room to a separate documents room in room 508. This room is staffed continuously during library hours as is the periodicals room which remains on the sixth floor but which has an increased area both for the display of periodicals and newspapers as well as more seats for readers. The reference staff are still waiting for the completion of the reference work room on the fifth floor but the beginning of a vertical file in the reference room is

underway and much time has been devoted to instructing students in the use of the library with a program developed jointly with the Instructional Media Centre.

STATISTICS DON'T TELL THE FULL STORY

It is too early in the academic year to draw any conclusions from the statistics of library use. Each year the peak periods seem to vary according to the timing of the assignments and this year is no exception. Total circulation of materials is not significantly different from last year's statistics, but the monthly totals have varied. Also, it should be kept in mind that since the Science and Engineering Library is an open-stack library, considerable use is being made of volumes without circulation procedures and hence statistics being completed.

SUNDAY OPENING PROVES POPULAR

In order to accomodate student requests for study facilities on Sunday, the reading and reference rooms of the Main Library have been open from 1 to 6 p.m. on the four Sundays preceding examinations. The use has increased from a high of 107 at one time on the first Sunday to 246 on the fourth Sunday.

TECHNICAL SERVICES NEWS

NEW SHELVING GIVES TECHNICAL SERVICES NEW LOOK

Alterations and additions to the division's work area are now almost complete. The windows still need a lot of attention, with air-conditioning, drapes and new venetian blinds still to be installed, but apart from that, only a few miscellaneous items of furniture are now lacking.

Recent additions include a range of steel shelving, 35 double-face sections of regular stack units to accomodate the growing amounts of material in various stages of processing: gifts serial, and gifts monographic, books awaiting LC cards, books to be searched, books to be catalogued, books to be repaired, pamphlet bound or just plain processed, books to the bindery, books from the bindery, and so on and on. And at one end is a rather cosy little alcove where the major bibliographic sets are kept.

The next big step will be to acquire our own catalogue card production equipment. Xerox or offset, which shall it be? A decision is pending.

NEW CAMERA ACHIEVES COPYING BREAKTHROUGH

Another smaller but more spectacular piece of recent equipment is a 35 mm. camera unit for copying entries in the Library of Congress printed catalogues.

(A more advanced model, not yet developed, will be able to copy entries from any of the other major bibliographies as well as L.C.) This attractive little gadget replaces only one step of the many involved in acquiring and processing books; when an entry has been located, instead of a hand-written or typed copy being made, it is photographed and a 3" x 5" glossy print produced. Besides being more efficient, economical, and exact, it is having a beneficial effect on many other operations as well. Many entries formerly located were not copied and at some future stage the searching had to be done again. Now entries are photographed at the earliest possible stage (searching prior to ordering, when possible), and the print is available when needed again. Another clear gain is the greatly increased amount of searching that can be done by the clerical staff, thereby freeing the cataloguers for more sophisticated assignments. And most surprising of all, the camera operation seems to have a good effect on morale: it is used with enthusiasm, searching has become less of a chore, and the staff has been willing to explore possible new uses for the equipment.

One other aspect of the camera operation that should be mentioned. Staff of the university's Instructional Media Centre were able to give valuable assistance during the shakedown period, supplying film, adjusting focus, cleaning the lens, processing and developing the trial exposures. They also have arranged to purchase bulk film and rewind this onto 36 frame cassettes on a continuing basis, and they located and negotiated a contract with a commercial processing company to handle our regular developing and printing. Library staff are not necessarily expert with photographic equipment, and the IMC's cooperation enabled us to get through the development phase smoothly and quickly. Production is already close to a 100 prints a day, at an average total cost of just under 9 cents per print.

ARRIVALS

Miss Mary Ann CODE, graduate of U.B.C. Library School, and recent M.A. graduate in anthropology (U. of Montreal) (Sci-Eng.)

Miss Fiona FLUDE, from London, with two years previous experience in reference and public library work (Circ.)

Miss Rose LAVOOTT, formerly with the Czech News Agency, and experience in Slavonic language translation (Cat.)

Mr. James McCALL, formerly demonstrating and selling pianos and organs with Willis and Co. (Stacks)

Miss Joy M. THORVALDSEN, formerly with Canadian Advertising Personnel Bureau (Cat.)

Miss Helen TURNETT, formerly with Order Dept., McGill University Library, and with circulation experience at University of British Columbia Library. (Cat.)

DEPARTURES

Miss Julie CARRINGTON-SMITH is returning home to Hobart, Tasmania, via India and other points East of Suez, and is planning to do mountain-climbing along the route. (Ref.)

Miss Lois COTE is moving with her mother to Ontario. Lois, who joined the Cataloguing Dept. in August 1964, helped to produce our new automated Serials Holdings list, and was the library's coordinator of automation projects. Mr. Crouch made a special presentation on December 15. (Cat.)

Mr. Brian FOGARTY has left on account of illness. (Stacks)

Mrs. Carolyn McINNIS is expecting a baby (Sci-Eng.)

WELCOME BACK

Miss Suraiya Pathan has returned from Karachi, Pakistan, after her mother's recovery from serious illness. She has rejoined Technical Services, where she will be working in both Acquisitions and Cataloguing.

NEXT ISSUE

Our next issue will be published in February, with a promised story about the new documents room.

CANADIAN HISTORY SCHEDULES REVISED

Marilyn Loken, of the Recataloguing Unit, has revised the special Library of Congress Canadian History Schedules. The revision includes scope notes, and useful points of information. Copies are in the Cataloguing Department, and may be borrowed by others who may want them either as a study guide to Canadian history, or for checking our collection.